

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

BUS DRIVER

Jurisdictional Class: **Non-Competitive-PJC**

Date Adopted: **July 2009**

Date Revised:

Jurisdictions: **County, Towns, Villages**

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the operation of a bus or mini-van on an assigned route. The incumbent is expected to perform minor maintenance tasks on vehicles to which he or she is assigned, as well as to ensure the safety and proper conduct of passengers boarding, riding and departing from the bus. The work is performed under the general supervision of a department head, immediate supervisor or other official, permitting leeway in carrying out the details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a bus or mini-van transporting passengers to and from recreational activities or other designated locations;
Checks the operating condition of the van or bus before starting on a trip;
Reports any operational defect to immediate superior;
Keeps interior and exterior of vehicle clean and neat;
May be required to operate a station wagon or other similar vehicle;
Maintains records of mileage, routes, times and incidents;
Prepares and maintains maps of routes and pick-up points;
Informs all passengers about safety practices, and maintains orderly conduct;
May be required to perform minor maintenance tasks and gas vehicle.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus or multi-passenger van under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and adults including the elderly and command their respect; mental alertness; dependability; mechanical aptitude; good physical condition.

MINIMUM QUALIFICATIONS:

- (1) Possession of an appropriate level NYS Commercial Driver's License (CDL) at the time of appointment with the endorsement "S" if transporting children on a school bus, and/or with the endorsement "P" if transporting passengers in any other type of bus. If transporting passengers in a mini-van or station wagon, incumbent will be required to possess a valid, NYS Motor Vehicle Operator's License.
- (2) Must be at least 21 years of age.